



# SCIENTIST PROFESSIONAL ADVISORY COMMITTEE

Office of the Surgeon General

United States Public Health Service

## Minutes of 2 December 1999 Meeting Number 75

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# SCIENTIST PROFESSIONAL ADVISORY COMMITTEE

Office of the Surgeon General

United States Public Health Service

Minutes of 2 December 1999 Meeting Number 75

## I. LOCATION/DATE/TIME:

Parklawn Building, Surgeon General's Conference Room 18-57

2 December 1999

1300-1600

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## II. ATTENDANCE:

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### A. MEMBERS IN ATTENDANCE:

CDR Francois Lalonde	NIH	(Past Chairperson)
CDR Rebecca Sheets	FDA	(Chairperson)
CAPT Gilbert Sanders	IHS	(Vice Chairperson)
LCDR Darin Weber	FDA	(Executive Secretary)
		(Liaison to DC-COA)
CDR Allen Albright	FDA	(Recording Secretary)
CDR Laila Ali	FDA	(Treasurer)
LT Nelson Adekoya	CDC	
LCDR Boris Aponte	SAMHSA	
CAPT John Bartko (Ret.)		
CAPT Alejo Borrero-Hernandez	BOP	
CDR Angela Gonzalez-Willis	HRSA	
CDR Richard Troiano	NIH	

### B. EX-OFFICIO MEMBERS ATTENDING:

CAPT Derek Dunn	OS	(CPO)
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CAPT Mark Paris

DoD

C. GUESTS ATTENDING:

LCDR M.Thomas Hendricks      FDA

CDR Young Lee      FDA

CDR Doris Ravenell-Brown      DCP

D. MEMBERS EXCUSED OR ABSENT:

Dr. Stephen Goldman      NIH

CAPT Helena Mishoe      NIH

CDR Carl A. Ohata      AHCPR

CAPT Carolyn Strete      NIH

LCDR Meta Timmons      DCP      (Liaison to DCP)

**III. STANDARD AGENDA ITEMS AND REPORTS:**

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A. CALL TO ORDER:

The meeting was called to order at 13:05 by CDR Sheets.

B. GREETINGS FROM THE CHAIR:

CDR Sheets requested the report from the CPO.

C. REPORT FROM THE DCP STAFFING OFFICER :      [top](#)

CDR Ravenell-Brown reported in LCDR Timmons' absence. The following items were forwarded to CDR Albright from LCDR Timmons and were also covered by CDR Ravenell-Brown:

1. The scanning and indexing process continues. Remember that only those officers up for promotion can view their file on line. Some officers may find as they review their file on line that their June 99 COER is not present- not to worry. These will be some of the last documents to be entered as efforts are being made to ensure all other required tasks are completed first. The COERS because of their bar coded feature are easily scanned.
2. Officers up for promotion should FAX, not mail, documents which they desire to be placed in their file. The quality of the document should not be compromised as the faxed transmission will enter directly into the indexing cue. No paper copy will be generated! We have been told that cut off for submission of documents is

still 31 December 1999.

3. Although on TDY this week, LCDR Timmons will return to the office next Monday, December 6, 1999. If after reviewing your file on line you feel you need to speak with her, please give her a call upon her return. Paper file reviews for officers up for promotion are being discouraged. Computer monitors have been placed in DCP to allow promotion eligible officers to view their files on line which offers the most up to date view of the OPF contents.
4. The deadline for applying for assimilation is February 8, 1999. All supporting documentation must be received from the agency by this date. Reminder: The rules have changed. Officers may now apply at the end of two years of service for consideration at year three.
5. There are currently 263 Scientist Officers on active duty. There are 18 applicants on the shelf seeking consideration for various positions.
6. The new Deputy Director for the Division of Commissioned Personnel, CAPT Robert (Skip) Miller came on board 15 November 99. He assumes the reigns from CAPT Richard Taffett who will be retiring from the Corps in January.
7. Some areas within the Division of Commissioned Personnel may be undergoing reorganization. Details will be provided as they become available.

**D. REPORT FROM THE CHIEF PROFESSIONAL OFFICER:** [top](#)

CAPT Dunn reported that there was no CPO meeting today, so his announcements were limited to the following (see below):

- CAPT Dunn pointed out that we are approximately one-fourth of the way through the year and therefore need to move on things such as the Handbook and singing group
- He reminded the PAC about keeping a balance in activities, e.g., service activities such as CV review vs. new ideas like formation of an official singing group
- CPO nominees have been received but delayed due to the selection process – the SG can select from a short list but the process leading up to short list is being firmed up. CAPT Dunn remains interim CPO until a new CPO is selected.
- Discussion ensued over the lack of SciPAC's role in the selection of a new CPO for the category. It was agreed that CDR Sheets take this issue up with the other PAC chairs at the next CPO meeting.
- CDR Sheets provided a brief update on the CPO precepts update: she is currently filtering and collating and will formalize for OSG (mostly duties and tasks and not selection criteria). CDR Sheets will share with the PAC what goes forward to OSG and then the finalized approved criteria by OSG will go out by listserver.

Following the December 16, 1999, CPO meeting, CAPT Dunn forwarded the following summary to CDR Albright for attachment to the December 2, 1999, SciPAC meeting minutes:

RADM Davidson:

1. Promotion eligible officers should be able to review their OPF electronically. If they have forgotten their password they should check their June pay slip or call DCP.
2. DCP is beginning its reorganization. Some staff will be moved into a branch with the task of matching Corps applicants to job vacancies. Another branch will handle career progression (e.g., orientation, continuing education, etc.) but PACs and CPOs will be responsible for mentoring, sponsor, and career counseling activities. DCP will hold meetings with the CPOs to explain/clarify the mentor/sponsor policy and the career counseling role of the PAC/CPO.
3. COs can't be "converted" to civil service positions under the dual compensation law. They must retire from the Corps and then compete with other candidates in the selection process. The uniformed services are tracking these activities to see if further guidance is needed.
4. Veterinarians have been approved for board certified pay.
5. Interactions are underway with the Veteran's Administration regarding VA's desire for details of Corps officers to VA. This would offer opportunities for Corps officers to have a large urban hospital assignment.
6. The Navy is taking the lead on implementing the new uniformed services I.D. DCP plans to piggyback on their efforts once they have worked out the bugs. The new I.D. cards are to be effective across all services in the next 2 years.

RADM Moritsugu:

1. ADM Satcher is discussing alternate workplace policies for Corps officers with Dr. Shalala.
2. The Air Force has given the PHS a transportable medical unit (which fits inside a C1-5A). This permits us to establish medical facilities in remote or disaster-struck areas. IHS is taking the lead on management of the unit.
3. \*IMPORTANT\* The roll out of Healthy People 2010 will be January 24-28, 2000 at the Washington Omni Shoreham Hotel. Volunteers are needed to staff the Surgeon General's Health Priorities Booth. One volunteer is needed to coordinate scheduling the booth staffing. The uniform of the day is Service Dress Blue. Contact any SciPAC member or CAPT Dunn to volunteer.
4. Ms. Carol Andress' detail to the OSG is ending and she'll be returning to FDA. Anyone with public affairs training/experience whose OPDIV will support a short detail to the OSG should contact RADM Blackwell or RADM Moritsugu.

5. The Surgeon General's report on Mental Health was issued on 12/13/99, and copies of the executive summary and the ~600-page report can be obtained from [surgeongeneral.gov](http://surgeongeneral.gov).
6. The new co-chairs of the PAC Chairs committee are Marilyn Welshenbach and Axel Wolff.

RADM Blackwell:

1. RADM Blackwell met with the Junior Officer Group on December 6, 1999. It was agreed that more needs to be done to assure that the concerns/suggestions of junior officers are heard. An ad hoc Junior Officer Taskforce will be formed for a 1 to 2 year period to provide input on these issues to the OSG.

CAPT Richards:

1. The President's Sports Award and dietary information packet will be mailed to everyone soon. A web page is being created to keep officers informed about the physical activities program. The plan is to have this operational in early January.
2. IHS has agreed to fund an FTE for the detail of CDR Flyzick to OSG in order for him to head up the physical activity program. He'll start March 1, 2000.

CAPT Pond:

1. The results of the workgroup on recognition of CPO and PAC participation presented the results of their survey. The CPOs & PAC Chairs approved a ribbon for the CPO and for the PAC participation. Details of the ribbon/medal approval will be circulated soon.

CAPT Dunn:

1. The Scientist Singers will sing the National Anthem and the PHS March at the January 4 Anchor & Caduceus meeting at USUHS.
2. The SciPAC just completed review of CVs for promotion-eligible officers who requested it. The program was very well received.

E. REPORT FROM THE TREASURER

CDR Ali had nothing to report at this time.

CAPT Dunn suggested that a workgroup be formed to further develop the Treasurer's role/purpose for eventual incorporation into charter. Some money has built up (approx. \$1000.00). Does the SciPAC want the operating fund to just replenish incidental expenses (e.g., for gifts) and/or accumulate more money to do other projects? Volunteers for this workgroup were called for.

#### **IV. OLD BUSINESS--ONGOING COMMITTEE REPORTS and PROJECT STATUS:**

##### **A. COMMITTEE REPORTS AND ISSUES:**

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##### **1. AWARDS COMMITTEE: (CDR Troiano; Adekoya, Ali, Gonzalez-Willis, Hendricks)**

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CDR Troiano highlighted the following items:

- Bicentennial calendar: award nominations submitted by CAPT Dunn (authority given to CPOs per SG; unit citation nominees sent to OPDIVS)
- Certificates of appreciation will be given for civilian involvement on the calendar.
- CDR Gonzalez-Willis mentioned that an announcement for awards is scheduled to be published in the Dec. 1999 CC bulletin. CAPT Dunn suggested that this announcement include both award winners for this year as well as a call for nominees for next year.
- CAPT Dunn will put together an electronic and hard copy of the calendar of events for SciPAC activities for new CPO (this should also aid in keeping track of award timeframes).
- Need to have subcommittee subgroup work on award nominations; maintaining confidentiality is an important issue here.

##### **2. CHARTER/HANDBOOK COMMITTEES: (LCDR Weber)**

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LCDR Weber announced that the Handbook is on Scientist website and that he continues to work on hyperlinking, bookmarking, and updating. It was agreed that the SciPAC post the committee roster on the website as FYI and invite other officers outside the PAC to participate.

##### **3. MENTORING COMMITTEE: (CAPT Mishoe; Aponte, Sheets, Troiano)**

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CV Review: CDR Troiano provided an update on this effort. Hopefully by now, all officers have been contacted or at least attempts have been made. All officers contacted thus far have responded positively. LCDR Weber suggested that the CV review process be formerly written up to include recommendations to improve the program. CDR Troiano suggested getting feedback from the promotion board on the Scientist CV standard format. CAPT Dunn stated he thinks this is good idea especially since going to electronic format which is a much different format than paper. CDR Sheets agreed to bring this topic up at the next PAC chair meeting. Officers who reviewed comments should send

comments on the process to CDR Trioano ASAP if not already done so.

4. RECRUITMENT COMMITTEE: (LT Adekoya; Albright, Aponte)

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LT Adekeyo reported that a memo has been drafted to the Deans of the 28 Schools of Public Health for the recruitment of graduates (Doctorate degree holders). The memo was reviewed by Drs. Timmons and McNeille. LCDR Timmons provided two attachments. The package is now with the Chief Scientist Officer for presentation to the SciPAC, signature, and mailing. Officers should provide the CPO with the addresses and names of other Deans where this memo could be sent. This activity is intended to raise the awareness of opportunities for scientists in the Public Health Service. Captain Dunn stated that he will work with LT Adekoya to modify the memo to reflect the awareness of opportunities for scientists and avoid creating the impression that job openings are available to place these scientists.

With regard to the CD ROM describing opportunities for EHO officers, LCDR Weber and others will adapt this format for Scientists. It was also noted that CDR Ravenell-Brown mentioned she would provide a CD-ROM featuring Sanitarians in action to CDR Allen Albright at the Dec. 3, 1998, SciPAC meeting. LCDR Weber has received this package and will work with LT Adekoya to replicate this idea for the scientist category.

5. VISIBILITY COMMITTEE

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a) Scientist Poster (CAPT Caviness)

Announcement for pictures has gone out (i.e., photos of officers in action)

b) Public Relations/Others (LCDR Weber; Albright, Bartko, Gonzalez-Willis, Hendricks, Maramark, Mishoe, Sheets, Troiano)

LCDR Weber reported that the recent DC COA Dining Out was a success and that the Scientist Singers lead the Corps Anthem. Public Health Awareness Week is in April 2000 this year with a WETA fundraiser planned for the end of March. It was also reported that CAPT Fox (80 year old retired Coast Guard PHS Medical officer) was recognized. CDR Trioano will provide a brochure for the HSO Category to LCDR Weber.

Survey: CDR Sheets reported that this is a new initiative and that the survey will hopefully be available on line to all Scientist Officers (with e-mail access). The Survey Committee will begin work soon. The survey will query officers on what their needs are and how the SciPAC can help meet these needs (e.g., what services are needed, how many officers don't have e-mail/internet access, etc.) Results of the survey will be announced at the next annual COA



meeting. It was suggested that the survey results could be presented as a poster. Results will also be provided to the new CPO and before new members of the PAC are called for. It was also discussed that follow-up with the survey data will be key to the success of this effort.

Scientist Singers/Corps Musical Group: Discussion continues on the formation of a Corps musical group with the Scientist category taking the lead. CAPT Bartko mentioned that this could be an item for a survey (i.e., a musical talent query; call for volunteers). CAPT Bartko will solicit members for workgroup on this effort. CAPT Dunn plans to mention the use of the Scientists singers at the annual COA meeting to the CPOs. CAPT Dunn also stated that we need to identify future events that we can sing at and work on vocalists and instrumentalists details later.

c) Science Fair Judging (CDR Sheets; Ali, Bartko, Hendricks, Weber)

CDR Sheets mentioned that the call for judges will go out in January. In addition, other organizations have contacted CDR Sheets for volunteers for other local science fairs (e.g., CAPT Walter Schaffer of NIH). CDR Sheets also stated that the committee will work on delegating responsibilities for running things this year since CDR Vashio cannot help out.

d) Internet Committee (LCDR Weber; Lalonde, Maramark, Troiano)

LCDR Weber reported that some people have not been successful in accessing the Scientist website; he will correct the DCP link to Scientist webpage. It was suggested to include the website in the minutes. Note that the Scientist webpage can now be accessed at <http://scipac.nimh.nih.gov/scientist/>. Officers should update with this site information accordingly. LCDR Weber noted that he has posted several new items on the Website. CDR Sheets will also provide the letter from the Chair to LCDR Weber for posting on the Website; the letter will cover current SciPAC activities (e.g., success of CV review, survey, etc.) and will be done following each full member meeting. CDR Lalonde mentioned that he provided a change in the listserver address and that officers should send him an e-mail if there is a problem

Discussion ensued over encouraging officers in the field participation in full SciPAC meetings via the use of videoconference or camera/personal computer ("netmeeting"). CAPT Borrero-Hernande emphasized that visual contact (in addition to just audio) really enhances meeting participation for those in the field. The

subcommittee agreed to work on this further. CDR Lalonde proposed a pilot idea to set up a camera to one computer and then possibly expand from there noting that an internet connection in the OSG Conf. Rm. will help facilitate this.

Discussion ensued on the use of the Scientist listserver in terms of what announcements are appropriate for posting and whether such announcements duplicate agency liaison announcements. CDR Lalonde commented that Corps-wide announcements should come from DCP and not from the Scientist listserver and that the Scientist listserver should specifically address scientists issues (although there appear to be inequities across agencies in this regard).

## **V. NEW BUSINESS:**

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### **A. SCIPAC STRUCTURE AND OPERATIONS ISSUES:**

- **Status of Psychologists in Scientist Category**

CAPT Paris reported that CDR Dana Taylor (Ph.D. psychologist in the HSO category) contacted him concerning the issue of clinical psychologists being placed in both the HSO and Scientist categories and the different requirements and appointment standards which exist for such officers between the two categories. CAPT Paris was asked to join a working group to deal with these discrepancies. CAPT Dunn, CAPT Paris and CDR Sheets will plan to meet with CAPT Chen (HSO CPO) and LCDR Melling (HSO PAC chair) to discuss this issue further.

- **COA Annual Meeting (2000) – Scientists/HSO session update**

CAPT Paris reported that the HSO category is interested in doing a half day of scientist/HSO mental health oriented issues to tie in with the SG initiative. It was suggested that faculty members could be invited to speak and the graduate students could also be invited. The HSOpac will meet about this tomorrow. The rest of the day could be devoted to scientists presentations. The overall agenda continues to be worked on.

LT Adekoya also provided the following update on the COA Annual Meeting:

The COA Annual Meeting Committee met on November 22 to discuss the meeting sites for 2001 and 2002 and to review comments received from the 1999 meeting. COA Annual Meeting Committee Information was also distributed. At this time, there are no arrangements for Space A flights to COA meeting sites. The 2000 meeting site will be Scottsdale, Arizona; the 2001 meeting site will be Washington, D.C. (hotel information was not finalized at the last meeting). The 2002 meeting site will be Atlanta, GA. The COA Annual Meeting Committee also received proposals from officers in Alaska, Mississippi and other locations, who indicated their interests in hosting the annual meeting in the future. However, budgetary reasons precluded the consideration of these sites (e.g., number of officers who may attend meetings, geographic logistics, lodging exceeds per diem in some areas, hotels not able to accommodate that many

people, etc.). The call for abstracts for the 2000 Annual Conference is forthcoming.

## VI. **ANNOUNCEMENTS**

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LT Adekoya provided the following written report with regard to the Jr. Officers Workgroup with OSG and Scientist Category Representation to the Workgroup:

Thanks to the SciPAC for selecting me to represent the Scientist Category Junior Officers on this Workgroup. The first meeting of the workgroup has been scheduled with Rear Admiral Blackwell on Monday, December 6, 1999. I have requested Junior Officers in our Category to provide me with issues/concerns they would like to be addressed by this workgroup. Thanks to CDR Albright for sending the general notice through the e-mail distribution list. I have received several comments. I will provide the SciPAC with a copy of the workgroup meeting minutes as soon as it becomes available.

## VII. **ADJOURNMENT**

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The SciPAC meeting was adjourned at 4 pm.

Submitted by:

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CDR Allen Albright

Recording Secretary

Date\_\_\_\_\_

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CDR Rebecca Sheets

Chairperson

Date\_\_\_\_\_